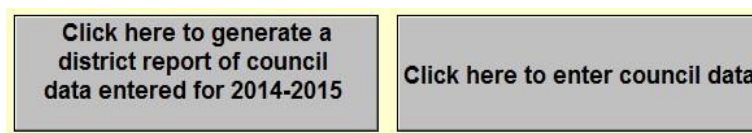


Instructions for Entering SBDM Council Verification Data into Database

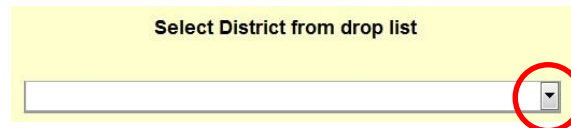
1. Select the [link](#) to access the web application database for the SBDM Council Verifications for 2015-2016.

<http://otl.education.ky.gov/fmi/iwp/cgi?-db=SBDM%20Council%20Verification&-loadframes>

2. The introduction screen will have two boxes. Click the box on the right “*Click here to enter and/or update council data*”.



3. Access the District drop list by clicking the arrow to the right of the drop list. Locate and select your district.



4. Select “*Click here to enter council data*”.

Click here to enter council data

5. Click on the white box to the right of “*School*”. A drop list arrow will appear. Only the schools of your district will appear.

6. Select the school for which you are entering council data.



7. Select from the drop list the appropriate “*Council Membership*” for the school in which you are entering data.
 - a. Single: 6 Member = 1 Admin/2 Parents/3 Teachers
 - b. Single: 8 Member = 1 Admin/3 Parents (1 minority)/4 Teachers (1 minority)
 - c. Double: 12 Member = 2 Admin/4 Parents/6 Teachers

- d. Advisory Council (Priority Schools)
- e. Alternative (must have prior approval by the Commissioner and KY Board)

8. Enter the name of the council member

Last Name	<input type="text"/>	First Name	<input type="text"/>
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9. Select from the drop list the “*Membership Role*” for the council member of which you are entering council data.

- a. Administrator
- b. Teacher
- c. Parent
- d. Other

10. Select either “*New*” (1st year)” or “*Experienced*” (previously served on council)

<input type="radio"/> New
<input type="radio"/> Experienced

11. Select either “Yes” or “No” in the box to the right of the “*Minority Representative*”

Minority Representative	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If the school is a Priority School with an Advisory Council, this is where you will stop entering information.

12. Select from the drop list the correct “EILA #” for the training in which the council member participated.

EILA #	<input type="text"/>
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13. Select from the calendar icon the date in which the participant received the training.

Training Date	<input type="text"/>
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14. Enter the “Trainer Name” in the text box.

Trainer Name	<input type="text"/>
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15. Select from the drop list the “Name of Training” in which the council member participated.

Name of Training

16. Click “*Save Member Information*”.

Save Member Information

17. If you are entering another council member for the selected school, click “*Enter Another Member*”. You will not have to select your district again.

Enter Another Member

18. If you have completed all entries for the school for which you are entering data, click “*Complete*”.

Complete